

Telephone Directory Instructions

Accessing the Directories

Press the Directories button  on your telephone and select one of the following options:

1. Missed Calls
2. Received Calls
3. Placed Calls
4. Personal Directory
5. Corporate Directory

Missed, Received and Placed Calls

There are two ways to access these directories:

- Use the arrow buttons on your phone to scroll up or down until the directory you want is highlighted, then press the **Select** soft key.
- Press the number of the directory you want to view to directly open that directory.

To dial a directory number, either scroll to the desired number or press the number of the directory entry you want to select and then press the **Dial** soft key to dial that extension.

Personal Directory

The Personal Directory is a telephone number directory you can create through the Cisco Personal Communications Assistant. A link to Personal Communications Assistant is coming soon.

Corporate Directory

The Corporate Directory is a list of user names and phone numbers from the SERVICES Active Directory domain (also referred to as the LDAP user database or the Exchange user database). You can search this directory by First Name, Last Name, or Extension Number. To dial that user's extension, highlight the user's name and press the **Dial** soft key.

Names and numbers are taken from the SERVICES domain database. If the directory information is inaccurate and needs to be corrected, please contact the Service Desk at x2345 or open a Service Ticket to have the LDAP directory corrected.